## Richard Reed, Town Manager

Bedford Town Hall 10 Mudge Way 2nd Floor Bedford, MA 01730

Phone: (781) 275-1111 Monday-Friday 8:00-4:00

Email: townmanager@bedfordma.gov

The Town Manager's office provides general administrative support to the Board of Selectmen. The office staff is comprised of the Town Manager and four staff members: the Assistant Town Manager (who also is responsible for Human Resources) and three Administrative Assistants. The Town Manager is responsible for the management of the Selectmen's department, for providing support to the volunteer committee system, working with other levels of government, and managing special projects for the Selectmen of Bedford.

The Town Manager's office is also responsible for the continual review of policies and programs in an effort to provide improved service. The staff is responsible for the coordination of activities leading up to the Annual Town Meeting, as well as a variety of other public hearings and forums.

## **Assistant Town Manager, Jessica Porter**

(781) 275-1111

## **Human Resources**

(781) 687-6181

Patricia Hurd, Administrative Assistant II Chrissie Webb, Administrative Assistant I Sarah Brun, Administrative Assistant I

## **Board of Selectmen**

Catherine Cordes William Moonan Michael Rosenberg Mark Siegenthaler Walter St. Onge (781) 275-1111 FAX (781) 275-6310